

Review Product Checklist (IRF & AFS) School Turnaround AmeriCorps FY13

Individual Review Form—IRF; Applicant Feedback Summary—AFS

Panel Coordinator (PC) Checklist:

- ☐ Application ID number matches the Legal Applicant name.
- ☐ Comments for each section support the Rating selected and do not contradict each other.
- ☐ Comments for each section provide an adequate assessment for the Criterion.
- ☐ Comments for each section do not advocate for the application or the population to be served.
- ☐ IRF contains only information about the application in question (i.e. there are no comments errantly copied from one IRF into another. There are no comparisons drawn to another applicant, general or specific.).
- ☐ IRF does not contain suggestions for improvement (e.g. "This application would be strengthened if the applicant would...", "providing clear statistics would have helped...").
- ☐ IRF does not contain references to other reviewers on the panel (e.g. "Unlike what Bill thought, this application is the strongest one addressing...", "other panel members stated...", "my inclination is to believe that the applicant...").
- ☐ There are no inappropriate comments, suggestions for improvement, or inflammatory language in the IRF.
- ☐ Sentences are complete.
- ☐ IRF has no spelling errors.
- ☐ IRF contains proper grammar.
- ☐ The IRF is labeled with the following naming convention:

Panel Number.**IRF**.Legal Applicant.**ApplicationID**.ReviewerLastName

Program Officer Liaison (POL) Checklist:

- ☐ Strengths and weaknesses pertain to the application's response (or lack thereof) to the Selection Criteria.
- ☐ IRF is suitable to return to applicants and might serve as adequate justification for why their proposal was or was not recommended for funding.
- ☐ All comments are grounded in the Selection Criteria for each section. Comments outside of the Selection Criteria are not present.
- ☐ The POL agrees the PC has completed a proper review of IRFs (spelling, grammar, sentence completion, etc.).
- ☐ The AFS provides the applicant with a logical synopsis of how panel members viewed its application.
 - a. Represents a reasonable alignment with the overall panel score average
 - b. Reflects differing viewpoints on a particular criterion that Reviewers had.
- ☐ The AFS contains comments that were copied from IRFs, and were not otherwise changed or manipulated.
- ☐ The AFS contains appropriate comments that address the Selection Criteria.
- ☐ The AFS is free of grammatical and spelling errors.
- ☐ The AFS is labeled with the following naming convention:

Panel Number.**AFS**.Legal Applicant.**ApplicationID**.PCLastName